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Ritsumeikan  
Asia Pacific University

**RITSUMEIKAN**  
**ASIA PACIFIC**  
**UNIVERSITY**<sub>2022</sub>

**APPLICATION**  
**HANDBOOK**

APRIL / SEPTEMBER 2022 ENROLLMENT

FOR ALL GRADUATE SCHOOL  
APPLICANTS

<https://admissions.apu.ac.jp/graduate/>

## 2022 Personal Information Policy

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Personal information collected from individuals during the admissions process will be handled in accordance with the following:

### 1. Purpose of Use of Personal Information

- 1) To carry out the admissions process, such as screening, etc.
- 2) To notify results
- 3) To send enrollment-related documents
- 4) To complete the procedures to attain the Certificate of Eligibility to issue a visa
- 5) To send the orientation guide for international students
- 6) To send information on pre-enrollment education
- 7) To send information on post-enrollment living matters (accommodation services, personal injury insurance, university co-op, etc.)
- 8) To send various questionnaires after admission

### 2. Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of applicants in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

### 3. Outsourcing Services Associated with the Provision of Personal Data

Ritsumeikan Asia Pacific University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

### 4. Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admissions process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

## Ritsumeikan Asia Pacific University Privacy Policy Pursuant to the EU General Data Protection Regulation (GDPR)

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<https://admissions.apu.ac.jp/graduate/regulations/>

## Organizations Providing Standardized Examinations

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### TOEFL® Test

Test of English as a Foreign Language by ETS: Educational Testing Service  
<http://www.ets.org/toefl>

### IELTS

International English Language Testing System by the British Council  
<http://www.ielts.org>

### Cambridge English Language Assessment

Cambridge English Language Assessment by Cambridge Assessment English  
<http://cambridgeenglish.org>

### TOEIC® Test

Test of English for International Communication by ETS: Educational Testing Service  
<http://www.ets.org/toEIC>

### PTE Academic Pearson Test of English Academic by PEARSON

<http://pearsonpte.com/>

TOEIC, TOEFL, TOEFL iBT and TOEFL ITP are registered trademarks of Educational Testing Service (ETS).

This publication is not endorsed or approved by ETS.

L&R is an abbreviation for LISTENING AND READING.

## Application Checklist

Please apply online at [https://admissions.apu.ac.jp/graduate/apply\\_online/](https://admissions.apu.ac.jp/graduate/apply_online/).

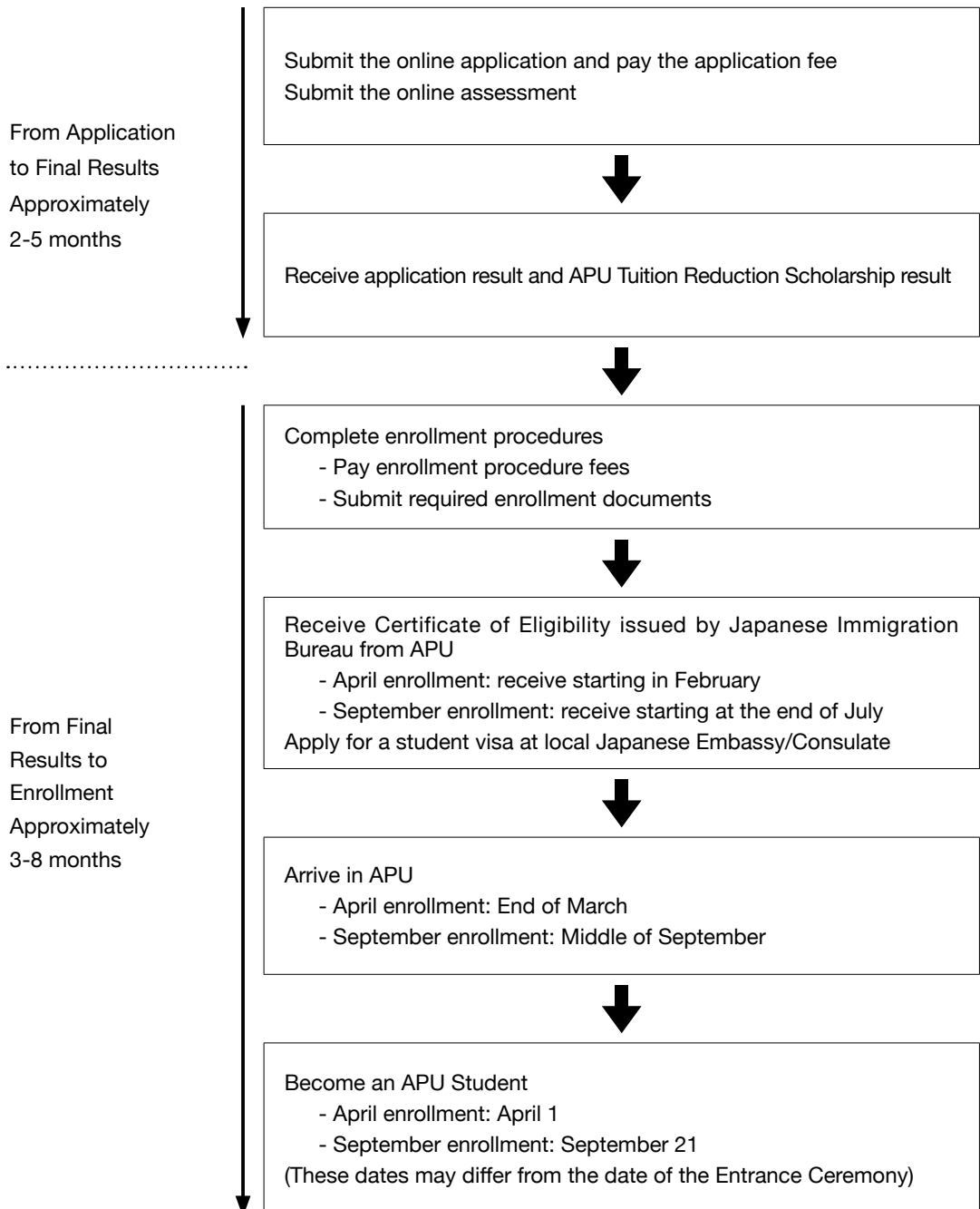
- A digital copy of all required application documents should be submitted through the online application.
- There is no need to print out the documents submitted online and send them to APU at the time of application. All documents submitted online will be treated as the authentic copy.
- For documents not written in English, please also upload an official English translation.

Required Application Information and Documents	<input checked="" type="checkbox"/>	Graduate School of Asia Pacific Studies		Graduate School of Management
		Master's	Doctoral	
<b>1. Online Application</b>	<input type="checkbox"/>	✓	✓	✓
1) Applicant Information	<input type="checkbox"/>	✓	✓	✓
2) Personal Statement	<input type="checkbox"/>	✓	✓	✓
3) Research Proposal/Study Plan	<input type="checkbox"/>	✓	✓	✓
4) University Graduation Certificate(s)/ Certificate of Scheduled Graduation	<input type="checkbox"/>	✓	✓	✓
5) Academic Transcripts	<input type="checkbox"/>	✓	✓	✓
6) Curriculum Vitae	<input type="checkbox"/>	IMAT Only		✓
7) Document(s) proving English proficiency Required for all applicants who do not meet the exemption requirements	<input type="checkbox"/>	✓	✓	✓
8) Sample Work or List of Research Achievements	<input type="checkbox"/>	IMAT Only	✓	
9) Two Letters of Recommendation	<input type="checkbox"/>	✓	✓	✓
10) Passport scan (if available)	<input type="checkbox"/>	✓	✓	✓
11) Photographs	<input type="checkbox"/>	✓	✓	✓
12) Supervisor Confirmation Letter	<input type="checkbox"/>		✓	
13) GMAT® Results, GRE® Results	<input type="checkbox"/>	Recommended but not mandatory	Recommended but not mandatory	Recommended but not mandatory
14) Certificate of Employment*	<input type="checkbox"/>			✓
<b>2. Application Fee Payment</b>	<input type="checkbox"/>	✓	✓	✓
Proof of Application Fee Payment	<input type="checkbox"/>	✓	✓	✓
<b>3. Online Assessment</b>	<input type="checkbox"/>	✓	✓	✓
<b>4. Additional Documents (only if applicable)</b>				
1) Residence Card (Only for applicants who already have a valid Japanese status of residence)	<input type="checkbox"/>	✓	✓	✓
2) Proof of scholarships received from organizations other than APU	<input type="checkbox"/>	✓	✓	✓
3) Additional required documents for each external scholarship	<input type="checkbox"/>	✓	✓	✓
4) Designation Page in Your Passport (Only for applicants who have a valid Specified Visa – Designated Activities)	<input type="checkbox"/>	✓	✓	✓

\* Internal applicants who intend to enroll at APU in the semester directly after graduating from the undergraduate program do not need to meet the work experience requirement.

**After being accepted to APU, enrolling students must submit original documents or certified documents for the uploaded application documents to APU by post.** If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if enrolling students are not able to submit hard copies, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

## Process from Application to Enrollment to APU



**Please note:**

Depending on the future situation of the novel coronavirus (COVID-19), the process from application to enrollment to APU noted in this application handbook may be changed.

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To apply online, please go to:  
[https://admissions.apu.ac.jp/  
graduate/apply\\_online/](https://admissions.apu.ac.jp/graduate/apply_online/)

# ADMISSIONS GUIDELINES

Based on the educational philosophy of promoting Freedom, Peace and Humanity, International Mutual Understanding and the Future Shape of the Asia Pacific Region, Ritsumeikan Asia Pacific University (APU) gathers diverse students from many countries and regions and hopes to fulfill the mission of fostering future global leaders through the exchange of languages and cultures. After completion of their studies, APU graduates should be equipped with intercultural communication skills and the ability to adapt to a changing international horizon.

To fulfill this mission, APU aims to recruit domestic and international students with the potential to be active leaders of the 21st century international society in the Asia Pacific region, and the following graduate schools were established with this purpose.

## 1 EDUCATIONAL OBJECTIVES

The educational objectives of Ritsumeikan Asia Pacific University (APU) were established on the premises of 1 to 3 below.

1. To cultivate Japanese citizens with global perspectives and worldviews who can cooperate with peoples of various countries and regions in the spirit of mutual international understanding.
2. To cultivate international students who, by learning at a Japanese institute of higher education, develop a proper understanding of Japan and become active in the global arena.
3. To cultivate talented individuals who can build amicable and trustworthy relationships between Japan and the countries of the world and contribute to developing the future economies and societies in their respective countries and regions.

### **Graduate School of Asia Pacific Studies**

#### **Master of Science in Asia Pacific Studies**

The Master's Program in Asia Pacific Studies aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as international relations and social and cultural studies, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

#### **Master of Science in International Cooperation Policy**

The Master's Program in International Cooperation Policy aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as public administration, environment, development, health and tourism, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

#### **Doctor of Philosophy in Asia Pacific Studies**

The Doctoral Program in Asia Pacific Studies aims to foster the advanced capacity for pioneering a new academic discipline (area) necessary for development of the Asia Pacific region and cultivate advanced researchers and highly qualified professionals with doctorate degrees who will contribute to sustainable development and coexistence in the region.

### **Graduate School of Management**

#### **Master of Business Administration**

The Mission of the Graduate School of Management (GSM) is to cultivate creative, well-rounded professionals who will manage and lead globalizing enterprises and organizations with their advanced management skills and innovative, global, and ethical mindset.

APU hopes to realize these educational objectives by accepting outstanding students from all over the world.

## 2 ADMISSIONS POLICY

Ritsumeikan Asia Pacific University (APU) welcomes students who will uphold the university's basic ideals of Freedom, Peace, and Humanity, International Mutual Understanding, and the Future Shape of the Asia Pacific Region. These students should also be ready to acknowledge and understand differences in cultures and values, engage actively in an international campus community, and contribute to mutual learning.

New graduate school students must possess the following attributes and abilities in order to engage in this kind of learning:

1. Specialized knowledge and global perspective required to pursue advanced studies in one's graduate school and division
2. Analytical skills, perceptiveness, and aptitude to solve real-world problems
3. Requisite English language proficiency for research and study
4. Desire to contribute to and make full use of a multicultural collaborative learning environment

### Graduate School of Asia Pacific Studies

#### Master's Program in Asia Pacific Studies

1. High-level interest in research pertaining to specialist fields including international relations, social studies, and cultural studies required for the development of the Asia Pacific region and the world at large
2. Strong intention to contribute to sustainable development and coexistence across the world

#### Master's Program in International Cooperation Policy

1. High-level interest in research pertaining to specialist fields including administration, environmental studies, development, health science and tourism required for the development of the Asia Pacific region and the world at large
2. Strong intention to contribute to sustainable development and coexistence across the world

#### Doctoral Program in Asia Pacific Studies

1. High-level interest in pioneering new academic disciplines required for the development of the Asia Pacific region and the world at large
2. Aptitude and skills for mastering new academic theories and applications as an independent researcher
3. Strong intention to contribute to sustainable development and coexistence across the world

### Graduate School of Management

1. High-level interest in solving the management issues faced by companies and other organizations within global society
2. Ability to contribute innovative ideas to the sustainable development of the Asia Pacific region and the world as a whole, as a well-rounded manager and inclusive leader with a deep sense of social responsibility
3. Analytical skills, perceptiveness, and problem-solving ability acquired through at least three years of workplace experience

In order to admit graduate students compatible with APU's learning environment, research plans, assessment tests, interviews, academic transcripts, and other materials will be used in a multi-faceted evaluation of the aforementioned knowledge, attributes, skills, and intentions.

## 3 APPLICATION CATEGORY

Before applying, please confirm which category you fall under as the requirements and deadlines differ. The categories are as follows:

### Overseas Applicants

All applicants residing outside Japan, excluding Japanese nationals.

### Domestic Applicants

All foreign nationals residing in Japan with a visa status **other than short-term** (for example, a Work Visa or a Dependent Visa) and all Japanese nationals whether living in Japan or abroad. Applicants who do not possess Japanese nationality must have a visa which is valid until the time of enrollment at APU. If your current visa will expire within two months of the time of enrollment at APU, please confirm with the Japanese Immigration Bureau whether or not it will be possible for you to extend your current visa or change to a student visa **before applying to APU**.

### Internal Applicants

Applicants currently enrolled at Ritsumeikan Asia Pacific University (APU) or Ritsumeikan University.

# MASTER'S PROGRAMS

## 1 NUMBER OF STUDENTS ACCEPTED

Graduate School of Asia Pacific Studies (GSA) Master of Science	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
<u>Asia Pacific Studies (APS)</u> • International Relations (IR) • Society and Culture (SC)	April/ September	15	2 years	2,800,000 JPY
<u>International Cooperation Policy (ICP)</u> • International Public Administration (IPA) • Sustainability Science (SS) • Tourism and Hospitality (TH) • Development Economics (DE)	April/ September	45		
• International Material Flow Management (IMAT) Program*	September Only			

\* In addition to tuition, IMAT students must pay a program fee of 200,000 JPY per year. They must also pay administration fees of approximately 172 EUR per semester during the third and fourth semester to Trier University of Applied Sciences, Environmental Campus Birkenfeld.

Graduate School of Management (GSM) Master of Business Administration	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
<u>Business Administration (MBA)</u>	April/ September	40	2 years	3,800,000 JPY

Tuition fees vary on the basis of the awarded Tuition Reduction Scholarship. Refer to page 8 for more information.

### Standard Period of Completion

The standard period of completion for the master's programs in the Graduate School of Asia Pacific Studies and the MBA program in the Graduate School of Management is two years. This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your master's program in less than two years.

The total tuition fees for the programs will not change even if you complete your degree before the standard period of completion. Please refer to the following website for more information:  
<http://www.apu.ac.jp/gradinfo/modules/gradinfo/content42/>

## 2 APPLICATION ELIGIBILITY

Applicants must fulfill the following requirements.

### Requirement 1: Educational Qualifications

Applicants must fulfill one of the following conditions at the time of application:

- Have graduated or be scheduled to graduate from a bachelor's program with a standard period of completion of at least 3 years
- Have completed or be scheduled to complete a 16-year standard education curriculum outside of Japan
- Have completed a 15-year standard education curriculum outside Japan and have academic achievements determined to be outstanding by the university
- Be at least 22 years of age and have been individually screened by the graduate school to have the academic ability of a university graduate or higher

If you have other educational qualifications, please contact the Office of International Admissions before applying.



## Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research, and produce well-written reports in English. **Please refer to page 18 "Documents Proving English Proficiency" for details regarding English language proficiency certification and exemption requirements.**

Minimum English Proficiency Requirement				
TOEFL iBT® Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment
85	6.5	800	58	176

## Requirement 3: Work Experience (Graduate School of Management Applicants Only)

Applicants must meet one of the following experiential requirements:

- 1) Possess three years of full-time work experience (including full-time internship experience) by the time of enrollment to APU, preferably in a field related to the desired area of study or
- 2) Possess equivalent project or organizational experience

## Requirement 4: Academic Ability (Internal Applicants Only)

Students who are scheduled to graduate from APU or Ritsumeikan University directly before enrolling into the Graduate School (including those who graduate early or skip grades) must satisfy a cumulative GPA requirement. Students who have a cumulative **GPA of 3.00 and above (APU) or 3.50 and above (Ritsumeikan University)** are preferred.

## 3 APPLICATION SCHEDULE

The application will open on **September 1, 2021**, and applicants may submit their application at any time before the deadline for their desired application type. Regardless of the time of submission, applications will not be screened until after the corresponding application deadline.

### April 2022 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic / Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Sep 22, 2021 (Wed)	Nov 10, 2021 (Wed)	1
AfDB Scholarship	✓				
General Application 1	✓	✓			
General Application 2	✓	✓	Oct 20, 2021 (Wed)	Dec 8, 2021 (Wed)	2
General Application 3		✓	Dec 8, 2021 (Wed)	Feb 9, 2022 (Wed)	3

### September 2022 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic / Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Nov 17, 2021 (Wed)	Jan 26, 2022 (Wed)	4
MEXT Scholarship (UR)	✓				5
ADB / AfDB Scholarship 1	✓				4
General / IMAT Application 1	✓	✓	Feb 22, 2022 (Tue)	Apr 13, 2022 (Wed)	5
ADB / AfDB Scholarship 2	✓				
General / IMAT Application 2	✓	✓	Mar 30, 2022 (Wed)	May 18, 2022 (Wed)	6
General / IMAT Application 3	✓	✓	Apr 6, 2022 (Wed)		
General Application 4		✓	Jun 1, 2022 (Wed)	Jul 13, 2022 (Wed)	7
IMAT Application 4	✓	✓			
General Application 5		✓			

Please refer to pages 9 – 16 for scholarship information.

\*1 This corresponds to the numbers shown in the Deadlines for Enrollment Procedures section on page 26. Please make sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

### Final Results

The final application and scholarship results will be posted on the admissions website on the final result notification date. Information regarding how to view the final results will be sent to you by email. Please note that inquiries regarding final results will not be accepted.

Admitted applicants will not be allowed to reapply to the same college for the same enrollment semester (e.g. April 2022 / September 2022). If an admitted applicant does reapply, a new interview and online assessment will not be performed and new results will not be given. The application fee will also not be returned.

# DOCTORAL (PH.D.) PROGRAM

## 1 NUMBER OF STUDENTS ACCEPTED

Graduate School of Asia Pacific Studies (GSA) Doctor of Philosophy	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Asia Pacific Studies	April/ September	10	3 years	4,300,000 JPY

Tuition fees vary on the basis of ones awarded Tuition Reduction Scholarship.

### Standard Period of Completion

The standard period of completion for the doctoral program in the Graduate School of Asia Pacific Studies is three years. This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your doctoral program in less than three years.

The total tuition for the program will not change even if you complete your degree before the standard period of completion. Please refer to the following website for more information:  
<http://www.apu.ac.jp/gradinfo/modules/gradinfo/content42/>

## 2 APPLICATION ELIGIBILITY

Applicants must fulfill the following requirements.

### Requirement 1: Educational Qualifications

Applicants must fulfill one of the following conditions at the time of application:

- Have completed or be scheduled to complete a graduate (master's) degree
- Be at least 24 years of age and have been individually screened by the graduate school to have the academic ability of a postgraduate level or higher

If you have other educational qualifications, please contact the Office of International Admissions before applying.

### Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research, and produce well written reports in English. **Please refer to page 18 “Documents Proving English Proficiency” for details regarding English language proficiency certification and exemption requirements.**

Minimum English Language Proficiency Requirement				
TOEFL iBT® Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment
85	6.5	800	58	176

### Requirement 3: Supervisor Confirmation

Applicants must select a doctoral faculty supervisor before submitting their application to APU. In order to apply, applicants must first contact their desired doctoral faculty supervisor via APU's online **Faculty Supervision Request Form** and receive their agreement to act as the faculty supervisor for the duration of the program. You can find the request form and a current list of faculty supervisors here:

[https://admissions.apu.ac.jp/graduate/academics/gsa\\_doctor/request/](https://admissions.apu.ac.jp/graduate/academics/gsa_doctor/request/)

After receiving the agreement of a faculty supervisor, applicants must then request a signed **Supervisor Confirmation Letter** from the desired faculty supervisor. The Supervisor Confirmation Letter must be submitted with the rest of the application documents. It can be downloaded from our website:

[https://admissions.apu.ac.jp/graduate/material\\_download/](https://admissions.apu.ac.jp/graduate/material_download/)

#### Important Notes:

1. Applicants need to attach their research proposal, CV or resume, and master's thesis when contacting a potential faculty supervisor via the online Faculty Supervision Request Form.
2. Applicants **must** submit a completed Supervisor Confirmation Letter before the application deadline in order for the application to be considered.
3. Receiving a signed Supervisor Confirmation Letter **does not** mean you have been admitted to the doctoral program. Receiving a signed Supervisor Confirmation Letter only guarantees your eligibility to apply to the program.

### 3 PH.D. APPLICATION PROCESS

The process for applying to the doctoral program is as follows:

1. Review the faculty supervisors listed on the admissions website ([https://admissions.apu.ac.jp/graduate/academics/gsa\\_doctor/faculty/](https://admissions.apu.ac.jp/graduate/academics/gsa_doctor/faculty/)) and find a supervisor whose research fields match your proposed area of research.
2. Fill out and send the Faculty Supervision Request Form (be sure to upload your research proposal, CV/resume, and master's thesis in the form) and request a signed Supervisor Confirmation Letter, which can be downloaded from our website: [https://admissions.apu.ac.jp/graduate/material\\_download/](https://admissions.apu.ac.jp/graduate/material_download/)
3. Receive the Supervisor Confirmation Letter by email.
4. Submit the Online Application (including PDF versions of the required hard copy application documents and the Supervisor Confirmation Letter) and pay the application fee.
5. Submit the online assessment.

### 4 APPLICATION SCHEDULE

Applications will open on **September 1, 2021**. Applicants may submit their application at any time before the deadline for their desired application type. Regardless of the time of submission, applications will not be screened until after the corresponding application deadline.

#### April 2022 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic/Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Sep 22, 2021 (Wed)	Nov 10, 2021 (Wed)	1
Doctoral Application 1	✓	✓			
Doctoral Application 2	✓	✓	Oct 20, 2021 (Wed)	Dec 8, 2021 (Wed)	2
Doctoral Application 3		✓	Dec 8, 2021 (Wed)	Feb 9, 2022 (Wed)	3

#### September 2022 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic/Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Nov 17, 2021 (Wed)	Jan 26, 2022 (Wed)	4
MEXT Scholarship (UR)	✓				
Doctoral Application 1	✓	✓			
Doctoral Application 2	✓	✓	Feb 22, 2022 (Tue)	Apr 13, 2022 (Wed)	5
Doctoral Application 3	✓	✓	Mar 30, 2022 (Wed)	May 18, 2022 (Wed)	6
Doctoral Application 4		✓	Jun 1, 2022 (Wed)	Jul 13, 2022 (Wed)	7

Please refer to pages 9 – 16 for scholarship information.

\*1 This corresponds to the numbers shown in the Deadlines for Enrollment Procedures section on page 26. Please make sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

#### Final Results

The final application and scholarship results will be posted on the admissions website on the final result notification date. Information regarding how to view the final results will be sent to you by email. Please note that inquiries regarding final results will not be accepted.

Admitted applicants will not be allowed to reapply to the same college for the same enrollment semester (e.g. April 2022 / September 2022). If an admitted applicant does reapply, a new interview and online assessment will not be performed and new results will not be given. The application fee will also not be returned.

# SCHOLARSHIPS

## 1 APU TUITION REDUCTION SCHOLARSHIP

The APU Tuition Reduction Scholarship covers 30%, 50%, 65%, 80%, or 100% of tuition costs during the standard period of program completion. All applicants can apply for this scholarship through the APU online application upon understanding of the following information.

### About the Scholarship

This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) that support the ideals of APU, and its purpose is to help reduce the financial burden for outstanding students. Students awarded with this scholarship are expected to maintain a good academic record, complete the tasks assigned to them, and serve as role models for their country or region.

### Application and Selection Process

The scholarship will be decided based on an overall evaluation of the documents submitted for application. Major areas of the application to be evaluated when awarding scholarships are English language proficiency, previous academic records, research proposal/study plan, professional experience (especially for the MBA program), and the online assessment.

Scholarship results will be notified together with the admissions results. The awarded scholarship percentage is final and will not be reconsidered under any circumstances. We strongly encourage applicants to submit their application to APU as early as possible, as earlier applications will have a greater chance at receiving the scholarship. Please note that the APU Tuition Reduction Scholarship will be cancelled if an applicant receives any of the external scholarships that provide a full tuition award.

### Assessment for Continuation

A review of academic performance and other criteria will be conducted each semester to determine whether recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete assigned tasks on time, and avoid any misconduct unbecoming of a scholarship recipient, their scholarship will remain valid until the standard number of credits required to graduate has been reached. In the case of inappropriate behavior or conduct that tarnishes the reputation of APU, the scholarship will be revoked.

Scholarship Award (Tuition Reduction %)	Amount of Tuition to be Paid by the Student for the First Year	
	GSA (Master's/Doctoral)	GSM
30% Tuition Reduction	910,000 JPY	1,260,000 JPY
50% Tuition Reduction	650,000 JPY	900,000 JPY
65% Tuition Reduction	455,000 JPY	630,000 JPY
80% Tuition Reduction	260,000 JPY	360,000 JPY
100% Tuition Reduction	None	None

Tuition may be subject to change.

## 2 EXTERNAL SCHOLARSHIPS

APU students are eligible to receive a number of scholarships through organizations outside of APU. Each scholarship has different eligibility requirements and application procedures, so please be sure to review the information on each scholarship organization's website before applying.

### Scholarships available by APU program

Scholarship	GSA (Doctoral Program)	GSA (Master's)	GSA (IMAT)	GSM	Application Process
MEXT (SGU)	✓	✓		✓	Apply to APU
MEXT (UR)	✓	✓		✓	Apply to APU
ADB-JSP		✓			Apply to APU
AfDB-JADS		✓		✓	Apply to APU
FUNED Scholarship		✓		✓	① Apply to APU ② Apply to organization
Nikkei Leader Scholarship	✓	✓			① Apply to APU ② Apply to organization
Nikkei Scholarship	✓	✓		✓	① Apply to organization ② Apply to APU
MEXT (Embassy)	✓	✓		✓	① Apply to organization ② Apply to APU

- MEXT (SGU): Japanese Government (MEXT) Top Global University Project (SGU) Scholarship
- MEXT (UR): Japanese Government (MEXT) University Recommendation Scholarship
- ADB-JSP: Asian Development Bank - Japan Scholarship Program
- FUNED Scholarship: FUNDACION MEXICANA PARA LA EDUCACION, LA TECNOLOGIA y LA CIENCIA, A.C.
- Nikkei Leader Scholarship: Japan International Cooperation Agency (JICA) Scholarship for Nikkei Communities in Latin America and the Caribbean: Program for Developing Leaders in Nikkei Communities
- Nikkei Scholarship: The Nippon Foundation Nikkei Scholarship "Dream Come True Project"
- MEXT (Embassy): Japanese Government (MEXT) Embassy Recommendation Scholarship
- AfDB-JADS: African Development Bank - Japan Africa Dream Scholarship

### MEXT Top Global University Project (SGU)

<b>About the Scholarship</b>	<p>This scholarship was established at APU after it was selected for the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) Top Global University Project (SGU). Universities selected for this project can provide this scholarship to outstanding international students with excellent academic performance. It also aims to enhance the international competitiveness of Japanese universities.</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.</p>
<b>Eligibility Requirements</b>	<ol style="list-style-type: none"> <li>1. Intend to study abroad in Japan</li> <li>2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan</li> <li>3. Be born on or after April 2, 1987</li> <li>4. Have achieved a GPA of at least 2.50 on a 3.00 scale at their most recent university</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship.</li> <li>• Recipients must be able to arrive in Japan during the arrival period stipulated by APU.</li> <li>• Those who apply for this scholarship at APU cannot be applying for it or any other MEXT scholarship at another university.</li> <li>• Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU.</li> <li>• Recipients of this scholarship must have "student" as their status of residence (visa status) in Japan.</li> </ul>

<b>Award</b>	<ul style="list-style-type: none"> <li>• Full admission fee</li> <li>• 100% of tuition (covered by the APU Tuition Reduction Scholarship)</li> <li>• 144,000 JPY per month for living expenses (amount subject to change)</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• April 2022 Enrollment: this scholarship will be provided for one year from April 2022 to March 2023.</li> <li>• September 2022 Enrollment: this scholarship will be provided for six months from October 2022 to March 2023.</li> <li>• Continuation of this scholarship may be possible upon reapplication.</li> <li>• Together with the Top Global University project ending on March 31, 2024, the MEXT Top Global University Project (SGU) Scholarship will cease to exist from April 2024 onwards. Therefore, the scholarship will be provided until March 2024 and will not continue after this.</li> </ul>
<b>Application and Selection Process</b>	<ol style="list-style-type: none"> <li>1. Request to be considered for this scholarship within the APU online application and submit the application by <b>September 22, 2021</b> (for April 2022 enrollment) or <b>November 17, 2021</b> (for September 2022 enrollment). Additional documents are not required to be considered for this scholarship.</li> <li>2. APU reviews application documents and selects outstanding candidates to recommend to MEXT.</li> <li>3. Applicants selected to be recommended for this scholarship are notified with their final APU application results.</li> <li>4. Selected applicants complete and submit additional MEXT (SGU) application documents to APU.</li> <li>5. The final scholarship award results are decided by MEXT.</li> </ol>

### MEXT University Recommendation (UR)

<b>About the Scholarship</b>	<p>This scholarship is awarded to outstanding international students who are recommended by APU. The Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) provides this scholarship with the aim of enhancing the international competitiveness and promoting the active exchange of international students in Japanese universities.</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.</p>
<b>Eligibility Requirements</b>	<ol style="list-style-type: none"> <li>1. Intend to study abroad in Japan from overseas</li> <li>2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan</li> <li>3. Be born on or after April 2, 1987</li> <li>4. Have achieved a GPA of at least 2.30 on a 3.00 scale at their most recent university</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship.</li> <li>• Recipients must be able to arrive in Japan during the arrival period stipulated by APU.</li> <li>• Those who apply for this scholarship cannot have received a MEXT scholarship in the past unless they have more than 3 years of educational research experience after the final payment of the previous MEXT scholarship award.</li> <li>• Those who apply for this scholarship cannot be applying for another MEXT scholarship.</li> <li>• Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU.</li> <li>• Recipients of this scholarship must have “student” as their status of residence (visa status) in Japan.</li> </ul>
<b>Award</b>	<ul style="list-style-type: none"> <li>• Full admission fee</li> <li>• 100% of tuition (covered by the APU Tuition Reduction Scholarship)</li> <li>• 144,000 JPY per month for living expenses (amount subject to change)</li> <li>• Economy class air travel between the home country and APU at the beginning and end of the program</li> </ul>
<b>Application and Selection Process</b>	<ol style="list-style-type: none"> <li>1. Submit the APU application by <b>November 17, 2021</b> (for September 2022 enrollment). Additional documents are not required to be considered for this scholarship.</li> <li>2. APU reviews application documents and selects outstanding candidates to recommend to MEXT.</li> <li>3. Applicants selected to be recommended for this scholarship are notified with their final APU application results.</li> <li>4. Selected applicants complete and submit additional MEXT application documents to APU.</li> <li>5. The final scholarship award results are decided by MEXT.</li> </ol>

### Asia Development Bank – Japan Scholarship Program (ADB-JSP)

<b>About the Scholarship</b>	<p>The ADB-JSP Scholarship aims to provide an opportunity for well-qualified citizens of the Asian Development Bank’s (ADB) developing member countries to pursue graduate studies in development-related fields of the Asia Pacific region. APU was selected as a designated institution by ADB in 2010 and will provide this scholarship each year to a few eligible GSA applicants (excluding IMAT program applicants).</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.</p>
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<p><b>Eligibility Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Be a national of an ADB borrowing member country and a Japanese Official Development Assistance scholarship eligible country</li> <li>2. Not be currently living or working outside of your home country</li> <li>3. Have at least two years of full-time work experience after obtaining a bachelor's degree at the time of application</li> <li>4. Be 35 years old or less at the time of application. For programs that are available to senior officials and managers, the age limit is 45 years old</li> <li>5. Not already be enrolled in a graduate degree program</li> <li>6. Not have a bachelor's or master's degree obtained outside of your home country</li> <li>7. Not be pursuing a second master's degree</li> <li>8. Not be an executive director, alternate director, management or staff of ADB, nor a consultant or relative of the aforementioned</li> <li>9. Not be a Staff of ADB-JSP designated institutions</li> <li>10. Agree to return to your home country after completion of studies under the program</li> <li>11. Intend to enroll at APU in September 2022</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Please refer to the Asian Development Bank website for the country list and further information: <a href="https://www.adb.org/work-with-us/careers/japan-scholarship-program">https://www.adb.org/work-with-us/careers/japan-scholarship-program</a></li> <li>• <a href="https://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions">https://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions</a></li> </ul>
<p><b>Award</b></p>	<ul style="list-style-type: none"> <li>• Full admission fee</li> <li>• Full tuition</li> <li>• 144,000 JPY/month for living expenses (amount may be subject to change)</li> <li>• Study material allowance</li> <li>• Medical insurance</li> <li>• Economy class air travel between the home country and APU at the beginning and end of the program</li> </ul>
<p><b>Application and Selection Process</b></p>	<ol style="list-style-type: none"> <li>1. Request to be considered for this scholarship within the APU online application and submit the application by <b>November 17, 2021 or February 22, 2022 (for September 2022 enrollment)</b>. Along with their application, applicants must upload the following documents: <ol style="list-style-type: none"> <li>a. ADB-JSP application form (available at <a href="https://www.adb.org/work-with-us/careers/japan-scholarship-program/procedures-applying">https://www.adb.org/work-with-us/careers/japan-scholarship-program/procedures-applying</a>)</li> <li>b. Certificate of Employment indicating annual salary/monthly salary (with company's letterhead/logo and authorized signature). The certificate must state the following details: <ol style="list-style-type: none"> <li>(i) Start and end date of employment; <p><b>Example:</b></p> <ol style="list-style-type: none"> <li>1. January 2016 to December 2017</li> <li>2. January 2016 to Present (if currently employed at the company)</li> </ol> <p><b>(Note:</b> if the current position is less than 2 years, also submit the Certificate of Employment from the previous company).</p> </li> <li>(ii) Annual or monthly salary</li> </ol> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. If shown in local currency, convert and submit in USD form. For converting, use the Income Conversion to USD Form (available at <a href="https://admissions.apu.ac.jp/resource/load/documents_2021/Grad_USD_Conv_form.docx">https://admissions.apu.ac.jp/resource/load/documents_2021/Grad_USD_Conv_form.docx</a>)</li> <li>2. Computer-generated proof of income without an authorized signature is not acceptable</li> </ol> </li> <li>c. Certificate of Family Income issued by the company (with company's letterhead/logo): <ol style="list-style-type: none"> <li>(i) Parents' Annual/Monthly Income if applicant is single</li> <li>(ii) Spouse's Annual/Monthly Income if applicant is married</li> </ol> <p><b>Note:</b> If shown in local currency, convert and submit in USD form. For converting, use the Income Conversion to USD Form (available at <a href="https://admissions.apu.ac.jp/resource/load/documents_2021/Grad_USD_Conv_form.docx">https://admissions.apu.ac.jp/resource/load/documents_2021/Grad_USD_Conv_form.docx</a>)</p> <ol style="list-style-type: none"> <li>(iii) If current status is unemployed, retired or dependent of deceased, an authenticated supporting document must be submitted (e.g. issued by the local government)</li> </ol> <p><b>Note:</b> Computer-generated proof of income without an authorized signature is not acceptable.</p> </li> </ol> </li> <li>2. APU reviews application documents and selects suitable candidates to recommend to the ADB-JSP.</li> <li>3. Applicants selected to be recommended for this scholarship are notified with their final APU application results.</li> <li>4. The final scholarship award results are decided by ADB-JSP.</li> </ol>
<p><b>URL</b></p>	<p><a href="https://www.adb.org/site/careers/japan-scholarship-program/main">https://www.adb.org/site/careers/japan-scholarship-program/main</a></p>

**Japan International Cooperation Agency (JICA) Scholarship for Nikkei Communities in Latin America and the Caribbean: Program for Developing Leaders in Nikkei Communities (Nikkei Leader Scholarship)**

<p><b>About the Scholarship</b></p>	<p>The aim of this scholarship program is to assist Japanese emigrants in their resettlement efforts and to help them establish their lives overseas by nurturing future leaders among Nikkei communities.</p> <p>To be considered for this scholarship, applicants must first apply to APU. After being accepted to APU, applicants must then apply to the scholarship organization directly.</p>
<p><b>Eligibility Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Be a Japanese emigrant and descendant (in principle, up to third generation Nikkei)</li> <li>2. Be a national of Argentina, Bolivia, Brazil, Chile, Colombia, the Dominican Republic, Mexico, Paraguay, Peru, Uruguay, or Venezuela</li> <li>3. Be 40 years old or less as of April 1, 2022 (born after April 2, 1982)</li> <li>4. Have Japanese language ability sufficient for daily life in Japan</li> <li>5. Intend to enroll at APU in April 2022</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship.</li> <li>• Those who are currently employed must resign or take a leave of absence from work prior to enrolling at APU.</li> <li>• Those who are scheduled to receive a scholarship or financial aid from another organization while studying at APU are not eligible to apply for this scholarship.</li> <li>• Those who plan to engage in employment while studying at APU are not eligible to apply for this scholarship.</li> <li>• Recipients must have “student” as their status of residence (visa status) while studying in Japan and are not allowed to engage in work activities other than those permitted by the Ministry of Justice of Japan.</li> </ul>
<p><b>Award</b></p>	<ul style="list-style-type: none"> <li>• Full admission fee</li> <li>• Full tuition</li> <li>• Approximately 5,000 JPY per day for living expenses (amount subject to change)</li> <li>• 100,000 JPY for purchasing daily necessities upon arrival in Japan</li> <li>• 164,000-224,000 JPY moving (housing) allowance</li> <li>• 6,000 JPY document shipping allowance</li> <li>• Economy class air travel between the home country and APU at the beginning and end of the program</li> </ul>
<p><b>Application and Selection Process</b></p>	<ol style="list-style-type: none"> <li>1. If you plan to apply for this scholarship, please contact APU by email (apugrad@apu.ac.jp) <b>by the end of August 2021</b>. APU will inform you individually regarding how to receive the informal written consent from your graduate program supervisor.</li> <li>2. Receive the acceptance letter from APU</li> <li>3. Submit the Nikkei Leadership Scholarship application before the stipulated application deadline (Please refer to the scholarship program website for details regarding the required application documents and deadlines. For reference, last year’s deadline was September 25.)</li> <li>4. Attend an interview at a JICA overseas office or at its headquarters in mid-October 2021</li> <li>5. The JICA headquarters will make the final scholarship decisions in late October 2021.</li> <li>6. The final scholarship award results are announced by the JICA headquarters via its overseas offices in November 2021.</li> </ol>
<p><b>URL</b></p>	<p><a href="http://www.jadesas.or.jp/kenshu/jicaleader.html">http://www.jadesas.or.jp/kenshu/jicaleader.html</a></p>



## The Nippon Foundation Nikkei Scholarship "Dream Come True Project" (Nikkei Scholarship)

<p><b>About the Scholarship</b></p>	<p>This scholarship project aims to provide opportunities to study in Japan for young Japanese descendants having definite plans and dreams of promoting understanding between their country of residence and Japan as well as contributing to the development of their country of residence and local communities.</p> <p>To be considered for this scholarship, applicants must first be recommended by an overseas Japanese descendant organization and apply to the Nikkei Scholarship directly. Applicants must then apply to APU afterwards.</p>
<p><b>Eligibility Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Be a Japanese descendant (regardless of nationality, educational background or previous visits to Japan)</li> <li>2. Be a national of a Central or South American country (Argentina, Bolivia, Brazil, Chile, Colombia, the Dominican Republic, Mexico, Paraguay, Peru, etc.)</li> <li>3. Be between 18 to 35 years old</li> <li>4. Be recommended by an overseas Japanese descendant organization</li> <li>5. Have a dream of acquiring technical knowledge and, after returning home, playing an active role in your country of residence and local community</li> <li>6. Have a dream of working as a bridge between your country of residence and Japan by making the most of your overseas study experience</li> <li>7. Be willing to participate in international student volunteer activities and social action programs</li> <li>8. Intend to enroll at APU in April 2022</li> </ol>
<p><b>Award</b></p>	<ul style="list-style-type: none"> <li>• Full admission fee</li> <li>• Full tuition</li> <li>• 130,000 JPY per month for living expenses (amount subject to change)</li> <li>• Up to 50,000 JPY per month for housing expenses</li> <li>• Up to 200,000 JPY for key money</li> <li>• Expenses for group workshops and participation fees for academic conferences</li> <li>• Additional living expenses (student commuter pass, medical insurance premiums, etc.)</li> <li>• Economy class air travel between the home country and APU at the beginning and end of the program</li> </ul>
<p><b>Application and Selection Process</b></p>	<ol style="list-style-type: none"> <li>1. Submit the Nikkei Scholarship application by July 31, 2021 (please refer to the scholarship program website for details regarding the required application documents and deadlines).</li> <li>2. If you submitted an application for this scholarship, contact APU by email (apugrad@apu.ac.jp) <b>by the end of August 2021</b>. APU will inform you regarding the application process and the schedule for up until you receive the Letter of Enrollment Approval (Certificate of Expected Enrollment).</li> <li>3. Pass the document screening in early September</li> <li>4. Attend an interview with the Nikkei Scholarship in September/October 2021</li> <li>5. The final scholarship award results are announced by the Nikkei Scholarship in late October</li> </ol> <p>Please be sure to check the website below to see if there are any additional changes from last year.</p>
<p><b>URL</b></p>	<p><a href="http://www.jadesas.or.jp/en/kenshu/scholarship.html">http://www.jadesas.or.jp/en/kenshu/scholarship.html</a></p>

Admissions Guidelines

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Doctoral (Ph.D.) Program

Scholarships

Application Process

From Acceptance to Enrollment

## MEXT Scholarship (Embassy Recommendation)

<p><b>About the Scholarship</b></p>	<p>This scholarship is provided by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) through the recommendation of the Japanese embassy in the applicant's home country.</p> <p>To be considered for this scholarship, applicants must first apply through the Japanese embassy. After receiving the primary screening results from the embassy, applicants will then submit certain documents to APU. Most embassies accept applications around April each year, but please contact the embassy in your home country to confirm their application procedures.</p>
<p><b>Eligibility Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Intend to study abroad in Japan from overseas</li> <li>2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan</li> <li>3. Be born on or after April 2, 1987</li> <li>4. Be willing to learn Japanese, be interested in Japan, and be willing to deepen your understanding of Japan after arriving in Japan</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship.</li> <li>• Recipients must be able to arrive in Japan during the arrival period stipulated by APU.</li> <li>• Those who apply for this scholarship cannot have received a MEXT scholarship in the past unless they have more than 3 years of educational research experience after the final payment of the previous MEXT scholarship award.</li> <li>• Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU.</li> <li>• Recipients of this scholarship must have “student” as their status of residence (visa status) in Japan.</li> </ul>
<p><b>Award</b></p>	<ul style="list-style-type: none"> <li>• Full application fee</li> <li>• Full admission fee</li> <li>• Full tuition</li> <li>• 144,000 JPY per month for living expenses (amount subject to change)</li> <li>• Economy class air travel between the home country and APU at the beginning and end of the program</li> </ul>
<p><b>Application and Selection Process</b></p>	<ol style="list-style-type: none"> <li>1. Contact the embassy for further information</li> <li>2. Submit application documents to the embassy around April or May.</li> <li>3. Receive the primary screening results from the embassy</li> <li>4. Submit the APU Graduate External Scholarship Application (available at <a href="https://admissions.apu.ac.jp/graduate/how_to_apply/external_scholarship/embassy/">https://admissions.apu.ac.jp/graduate/how_to_apply/external_scholarship/embassy/</a>). Within the application, submit the following documents:             <ol style="list-style-type: none"> <li>a. Copies of all documents submitted to the embassy</li> <li>b. Copy of the embassy's screening result</li> <li>c. Personal Statement (please follow the directions within the application)</li> </ol> </li> <li>5. Receive the “Letter of Acceptance” from APU</li> <li>6. Submit the “Letter of Acceptance” to the embassy</li> <li>7. Receive the final decision from the Embassy</li> </ol>
<p><b>URL</b></p>	<p><a href="https://www.mext.go.jp/a_menu/koutou/ryugaku/boshu/1415352.htm">https://www.mext.go.jp/a_menu/koutou/ryugaku/boshu/1415352.htm</a></p>

## African Development Bank-Japan Africa Dream Scholarship (AfDB-JADS)

<b>About the Scholarship</b>	<p>This scholarship is open to applicants from African Development Bank member countries with relevant professional experience and a history of supporting their countries' development efforts who are applying to a graduate degree program in energy development and related disciplines.</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.</p>
<b>Eligibility Requirements</b>	<ol style="list-style-type: none"> <li>1. Be a national of an AfDB member country</li> <li>2. Be 35 years old or less</li> <li>3. Have a bachelor's degree (or equivalent degree)</li> <li>4. Have at least 1 year of full-time working experience after earning a bachelor's degree (or equivalent degree)</li> <li>5. Not be living or working outside of your home country</li> <li>6. Not already be enrolled in a graduate degree program</li> <li>7. Not be an Executive Director, his/her alternate, and/or staff of all types of appointments of the African Development Bank Group or a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew</li> <li>8. Agree to return to your home country to contribute to its economic and social development after completion of studies under the program</li> </ol>
<b>Award</b>	<ul style="list-style-type: none"> <li>• Full tuition</li> <li>• 125,000 JPY per month for living expenses (amount subject to change)</li> <li>• Economy class air travel between the home country and APU at the beginning and end of the program</li> </ul>
<b>Application and Selection Process</b>	<ol style="list-style-type: none"> <li>1. Request to be considered for this scholarship within the APU online application and submit the application by September 22, 2021 ( for April 2022 enrollment) or November 17, 2021 or February 22, 2022 (for September 2022 enrollment).</li> <li>2. APU reviews application documents and selects suitable candidates to recommend to the AfDB-JADS.</li> <li>3. Applicants selected to be recommended for this scholarship are notified with their final APU application results.</li> <li>4. The final scholarship award results are decided by AfDB-JADS.</li> </ol>
<b>URL</b>	<p><a href="https://www.afdb.org/en/about-us/careers/japan-africa-dream-scholarship-jads-program">https://www.afdb.org/en/about-us/careers/japan-africa-dream-scholarship-jads-program</a></p>

### 3 ADDITIONAL EXTERNAL SCHOLARSHIPS

APU also accepts graduate students on scholarship programs from other organizations. Please refer to their websites for details regarding eligibilities and application procedures.

#### Japanese Grant Aid for Human Resource Development Scholarship (JDS)

<http://jds-scholarship.org/>

#### The Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)

<http://www.education-japan.org/peace/>

#### Japanese Initiative for the Future of Syrian Refugees (JISR)

<https://www.jica.go.jp/syria/english/office/others/jisr.html>

#### African Business Education Initiative for Youth (ABE Initiative)

<http://education-japan.org/africa/>

#### FUNED Scholarship (for Mexican nationals)

[www.funedx.org](http://www.funedx.org)

## 4 EXTERNAL SCHOLARSHIPS AVAILABLE AFTER ENROLLING AT APU

### Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Students by Pre-arrival Admission (JASSO Scholarship)

<b>About the Scholarship</b>	<p>This scholarship is awarded to privately-financed international students with excellent academic and character records who have received pre-arrival admission to a graduate school and are facing financial difficulties.</p> <p>APU will apply for this scholarship on behalf of international students once they are accepted to APU. Successful recipients of this scholarship will be informed after enrollment.</p>
<b>Eligibility Requirements</b>	<ol style="list-style-type: none"><li>1. Intend to study abroad in Japan from overseas</li><li>2. Not have Japanese nationality</li><li>3. Privately-financed</li></ol>
<b>Award</b>	<p>48,000 JPY per month for living expenses (amount subject to change)</p> <p>Note: The scholarship award period depends on the time of enrollment:</p> <ul style="list-style-type: none"><li>• April 2022 enrollment: 12 months</li><li>• September 2022 enrollment: 6 months</li></ul>
<b>URL</b>	<p><a href="https://www.jasso.go.jp/en/study_j/scholarships/shoureihi/index.html">https://www.jasso.go.jp/en/study_j/scholarships/shoureihi/index.html</a></p>

### The Ryoichi Sasakawa Young Leaders Fellowship Fund (Syfff)

Starting in 2021, this scholarship will be available to students after they enroll in APU's graduate programs. Details will be provided after enrollment.

### Other Scholarships Available After Enrollment

Other external scholarships may also be available to students after beginning their studies at APU. If eligible, students can apply for these scholarships through APU's Student Office on campus. Further information about scholarships available after enrollment can be found on our official website (<http://en.apu.ac.jp/home/life/content31/>).

Please note that some of the scholarships listed on the website are only available for undergraduate students and that scholarship details may be provided only in Japanese.

Scholarships available to international students for studying in Japan are also listed on the following website.

### Independent Administrative Institution Japan Student Services Organization (JASSO)

[https://www.jasso.go.jp/en/study\\_j/scholarships/index.html](https://www.jasso.go.jp/en/study_j/scholarships/index.html)

### Notes for All External Scholarships

1. Due to the time required to create a bank account and arrival procedures, students will not receive the first installment of living expenses until at least one month after arriving in Japan. Scholarship recipients are therefore advised to bring at least 100,000 JPY along with them to Japan to cover initial expenses.
2. If the applicant cannot arrive in Japan during the set arrival period, travel expenses to Japan will not be paid to applicants expected to receive them. Furthermore, if the arrival is delayed for a considerable period of time, the scholarship may be revoked.
3. Those who have or will receive scholarships from other institutions, including their own government, will not be selected for these scholarships.
4. Any false statements made in the application documents could be grounds for revoking a grantee's scholarship at a later date.
5. The 2022 application guidelines for these scholarships have not yet been announced, so there may be changes to the eligibility requirements and/or scholarship awards. In addition, detailed rules and conditions that applicants must comply with to receive the scholarship are available on each organization's website. Please be sure to confirm the regulations before applying.
6. Applicants are not allowed to apply for multiple external scholarships in the same enrollment period.
7. If you would like to apply for both the Nikkei Leader Scholarship and the Nikkei Scholarship, please consult with both scholarship organizations before applying to APU.

# APPLICATION PROCESS

## 1 ONLINE APPLICATION

1. Visit APU's admissions website and begin your online application ([https://admissions.apu.ac.jp/graduate/apply\\_online/](https://admissions.apu.ac.jp/graduate/apply_online/)).
2. Upload a digital copy of all required application documents within the online application.
3. **Pay the application fee and submit your online application.**
4. Submit your online assessment by 23:59 (Japan time) on the day of the application deadline.

### IMPORTANT Notes for the Online Application

1. Applicants must complete the application and prepare the related documents by themselves. All the information within the application and documents must be submitted in English.
2. Within the online application, please **upload digital copies of the original versions** of the required documents listed on pages 17 – 20. For documents not written in English, please also upload an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.
3. **Your application will be rejected if any forgery, false information, and/or plagiarism is found during the application process. Additionally, your acceptance to APU will be revoked even if evidence of such acts are found after your acceptance or enrollment.** Further information about our forgery policy can be found on the admissions website ([https://admissions.apu.ac.jp/graduate/how\\_to\\_apply/forgery\\_policy](https://admissions.apu.ac.jp/graduate/how_to_apply/forgery_policy)).
4. **After being accepted to APU, enrolling students must submit original documents or certified documents\* for the uploaded application documents to APU by post.** If the original or certified documents\* submitted after acceptance differ from the digital copies uploaded with the online application, or if enrolling students are not able to submit original or certified documents\*, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

\*A certified document is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information about how to get a document certified can be found on the admissions website ([https://admissions.apu.ac.jp/graduate/material\\_download/](https://admissions.apu.ac.jp/graduate/material_download/)).

### Required Documents to be Uploaded by All Applicants

<b>1) Applicant Information</b>	<p>Please enter all the required information within the online application. Personal information should be entered as shown on your passport.</p> <p><b>Notes on sex as shown on your passport:</b> Information regarding sex will be used for university registration. As the university application system only provides two options (male or female) at this time, please choose one of the two as shown on or will be shown on your passport. If your passport indicates a third option or if you would like to share more about your gender identity, please contact the Office of International Admissions at <a href="mailto:apugrad@apu.ac.jp">apugrad@apu.ac.jp</a>. Please refer to page 30 for APU's Policy Statement on Sexual and Gender Diversity.</p>
<b>2) Personal Statement</b>	<p>Please follow the guidelines in the online application.</p>
<b>3) Research Proposal/Study Plan</b>	<p>Please follow the guidelines in the online application.</p>
<b>4) University Graduation Certificate(s)/Certificate of Scheduled Graduation</b>	<p>All applicants must submit proof of graduation from every university attended. If you are currently attending a university for a bachelor's or master's program, you must submit proof that the program will be completed prior to your intended date of enrollment at APU. High school graduation certificates are not required.</p>
<b>5) Academic Transcripts</b> Original or certified document accepted	<p>All applicants must submit a transcript of grades for all university study to date along with information about the grading system.</p> <p>If you have attended a language school or higher education institution in Japan for any length of time, please also submit academic transcripts and attendance reports covering your entire period of study.</p>

<p><b>6) Curriculum Vitae</b></p>	<p>A summary of the applicant's employment history, qualifications, education, and personal information in tabular form on at most two A4 pages.</p>
<p><b>7) Documents Proving English Proficiency Required for all applicants who do not meet the exemption requirements</b></p>	<p>Please upload a digital copy of the original results from one of the accepted English language proficiency exams using the method specified below. If you have taken the TOEFL®iBT Test, PTE Academic, or Cambridge English Language Assessment, please be sure to complete steps ① , ② and ③ in order to submit your test results.</p> <p><b>Period of Validity</b></p> <ul style="list-style-type: none"> <li>• April 2022 Enrollment: Only scores of examinations taken on or after <b>June 1, 2019</b> will be accepted.</li> <li>• September 2022 Enrollment: Only scores of examinations taken on or after <b>September 1, 2019</b> will be accepted.</li> </ul> <p><b>Additional Notes for Submitting Results</b></p> <ul style="list-style-type: none"> <li>• <b>TOEFL® iBT Test:</b> TOEFL iBT® Special Home Edition (<a href="https://www.ets.org/cv/toefl/at-home/">https://www.ets.org/cv/toefl/at-home/</a>) and TOEFL ITP® Plus for China* (<a href="https://toefl.cn/family-itp.php">https://toefl.cn/family-itp.php</a>) are also accepted. You can also submit MyBest scores. <ul style="list-style-type: none"> <li>① Request to send the score report to APU directly from the TOEFL website (<a href="https://www.ets.org/toefl">https://www.ets.org/toefl</a>). <b>The APU institution code is 2791.</b></li> <li>② Input the date you requested to have the score report sent to APU within the online application.</li> <li>③ Upload a digital copy of the score report within the online application.</li> </ul> </li> <li>*Please check the admissions website (<a href="https://admissions.apu.ac.jp/graduate/">https://admissions.apu.ac.jp/graduate/</a>) for additional information regarding the TOEFL ITP® Plus for China including how to submit results.</li> <li>• <b>IELTS:</b> IELTS Indicator (<a href="https://www.ieltsindicator.com/">https://www.ieltsindicator.com/</a>) is also accepted. Upload a digital copy of the Test Report Form within the online application.</li> <li>• <b>TOEIC® L&amp;R Test:</b> Upload a digital copy of the original score report within the online application.</li> <li>• <b>PTE Academic:</b> Upload a digital copy of the score report within the online application.</li> <li>• <b>Cambridge English Language Assessment:</b> <ul style="list-style-type: none"> <li>① Input the ID Number and Secret Number within the online application.</li> <li>② Upload a digital copy of the result statement within the online application.</li> </ul> </li> </ul> <p><b>TOEFL® ITP Test, IELTS (General Training Module), TOEIC® L&amp;R Test (IP), and PTE General are not accepted.</b></p> <p><b>Exemption Requirements</b> The following applicants are exempt from having to provide documents proving English proficiency:</p> <p><b>Master's applicants</b></p> <ul style="list-style-type: none"> <li>• Applicants who have graduated or are scheduled to graduate from a bachelor's or master's degree program in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.</li> <li>• Applicants who can certify that they have graduated or are scheduled to graduate from a bachelor's or master's degree program offered in English in a country other than those listed above.</li> </ul> <p><b>Doctoral applicants</b></p> <ul style="list-style-type: none"> <li>• Applicants who can certify that they have graduated or are scheduled to graduate from a master's degree program in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.</li> <li>• Applicants who can certify that they have graduated or are scheduled to graduate from a master's degree program offered entirely in English in a country other than those listed above.</li> <li>• Applicants who can submit a master's thesis or a draft of a master's thesis written in English. (Research report is not acceptable.)</li> </ul> <p>Clear documented proof must be included with the application. Proof may be in the form of an official letter from the institution or any other official document such as a transcript indicating the language of instruction.</p> <p><b>Applicants who do not meet the above requirements will not be considered. No exceptions will be made.</b></p>
<p><b>8) Sample Work or List of Research Achievements</b></p> <p>Required only for applicants to the doctoral program or IMAT program.</p>	<p>Applicants must submit either examples or a list of previous papers written and/ or presentations made which are relevant to their proposed field of study. Ph.D. applicants should also submit a <b>copy of their master's thesis</b>. If the sample work is in a language other than English, please submit an English abstract.</p>

<p><b>9) Two Letters of Recommendation</b></p>	<p>Please request to send the letter of recommendation form directly to your recommenders from within the online application. The letter of recommendation form will be sent from APU to your recommenders by email.</p> <p>One letter must be written by a university instructor who knows you well enough to write the recommendation. The second letter can be written by another instructor, employer, or someone who is a non-relative and knows you on a professional or academic level. Your recommenders should submit their letter of recommendation by your application deadline.</p> <p>Please note that APU will only be able to accept letters of recommendation written in English.</p>
<p><b>10) Passport Scan (if available)</b></p>	<p>If you have a valid passport, please upload a digital copy of the information page showing your name, photograph, and passport number. If you have previously entered Japan, please also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan. Applicants who do not have a valid passport are still eligible to apply.</p>
<p><b>11) Photograph</b></p>	<p>Please upload a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed. Photographs may be in color or black and white.</p>
<p><b>12) Supervisor Confirmation Letter</b> Required only for doctoral program applicants.</p>	<p>Doctoral program applicants must submit a signed Supervisor Confirmation Letter with their application. Please see page 6 for more details. The Supervisor Confirmation Letter may be downloaded from our website: <a href="https://admissions.apu.ac.jp/graduate/material_download/">https://admissions.apu.ac.jp/graduate/material_download/</a></p>
<p><b>13-1) GMAT® Results</b> Recommended but not mandatory.</p>	<p><b>We highly recommend that MBA applicants submit GMAT exam results, as strong emphasis is placed on GMAT results during the application evaluation process.</b></p> <ol style="list-style-type: none"> <li>① Request to have the score report sent directly to APU from the test center's website. The APU Institution Code: 2791, Program Code: 6VF-X6-86.</li> <li>② Input the date you requested to have the score report sent to APU within the online application.</li> <li>③ Upload a digital copy of the score report within the online application.</li> </ol> <p>Test results are valid for five years from the test date. For more information regarding the official GMAT®, please refer to the following website: <a href="http://www.mba.com/the-gmat/">http://www.mba.com/the-gmat/</a>.</p>
<p><b>13-2) GRE® Results</b> Recommended but not mandatory.</p>	<p><b>We highly recommend that GSA and MBA applicants submit GRE test results, as strong emphasis is placed on GRE results during the application evaluation process.</b></p> <p>GRE® General Test at Home (<a href="https://www.ets.org/s/cv/gre/at-home/">https://www.ets.org/s/cv/gre/at-home/</a>) is also accepted.</p> <ol style="list-style-type: none"> <li>① Request to have the score report sent directly to APU from the test center's website. The APU Institution Code: 7116.</li> <li>② Input the date you requested to have the score report sent to APU within the online application.</li> <li>③ Upload a digital copy of the score report within the online application.</li> </ol> <p>Test results are valid for five years from the test date. For more information regarding the GRE® test, please refer to the following website: <a href="http://www.gre.org/">http://www.gre.org/</a>.</p>

<p><b>14) Certificate of Employment</b> Original only. Required only for MBA applicants.</p>	<p>If you have previous full-time work experience, please upload a digital copy of written proof of your employment. This proof may be in the form of a certificate of employment issued by your employer or a letter authorized by your former place of work that shows the period of employment and a simple description of your duties. This certificate or letter should also show the name and contact information of the employer in case we need to contact them to confirm the details given.</p> <p>Applicants who wish for their full-time internship experience to be included as full-time work experience must also upload a digital copy of documentation that clearly proves this. This may be in the form of a letter from the internship provider stating the number of hours worked per week and the length of time worked, or an income statement showing the amount paid from that internship.</p> <p>The certificate or letter can be in any format you choose but must be written in English or have an English translation attached.</p> <p>If you do not have <b>three years of full-time work experience</b> at the time of application but will have three full years by the time you enroll at APU, you must submit an official Certificate of Employment verifying your total work experience to the Office of International Admissions upon enrollment.</p>
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**Additional Documents for Submission (if applicable)**

<p><b>1) Residence Card (both sides) / Certificate of Residence</b></p>	<p><b>If you live in Japan and do not possess Japanese nationality:</b> Please upload a digital copy of both sides of your residence card within the online application.</p> <p><b>If you live in Japan and possess Japanese nationality:</b> Please upload a digital copy of your Certificate of Residence (住民票) within the online application.</p>
<p><b>2) Proof of Scholarships Received from Organizations Other than APU</b> Original only.</p>	<p>Applicants who are due to receive scholarships offered by organizations other than APU after admission are required to submit proof of the scholarship award.</p>
<p><b>3) Additional Required Documents for Each External Scholarship</b></p>	<p>Please upload any additional required documents listed under “Application and Selection Process” on pages 9 – 15 for the external scholarship that you are applying for.</p>
<p><b>4) Designation Page in Your Passport</b> Only for applicants who have a valid Specified Visa – Designated Activities</p>	<p><b>If you have a valid Specified Visa – Designated Activities:</b> Please upload a digital copy of the Designation Page in your passport that shows the category of your Specified Visa – Designated Activities (e.g. working holiday, internship). In addition, please confirm with the Japanese immigration bureau in your area of jurisdiction that your status of residence can be changed to “student” while you are residing in Japan. Notify the Office of International Admissions promptly if you find that your status cannot be changed in Japan.</p>



## 2 APPLICATION FEE

Please pay the application fee by credit card before you submit the online application. We will accept payment by bank transfer (international or domestic) only if you cannot pay by credit card. Applications are considered complete only when the application fee has been paid and the online application has been submitted.

**Doctoral applicants currently enrolled in an APU master's program are not required to pay the application fee.**

### IMPORTANT

1. Applications will not be processed until the application fee is paid. Make sure to complete the fee payment before the application deadline. Note that credit card payments will not be possible **after 23:59 (Japan Time)** on the day of the deadline.
2. The payment must be made in Japanese yen (JPY). If you pay by bank transfer (international or domestic), please submit a copy of the payment receipt with your application.
3. Cash or postal money orders will not be accepted.
4. In principle, the application fee is not refundable. However, a partial refund (after administrative fees are deducted) or a full refund may be possible in the following cases:
  - The application fee has been paid multiple times, or the paid amount clearly exceeds the application fee and administrative fees set by APU.
  - The online application is deemed inadmissible and is not screened.Further information regarding the refund policy for the application fee can be found on our admission website ([https://admissions.apu.ac.jp/graduate/how\\_to\\_apply/refund\\_policy](https://admissions.apu.ac.jp/graduate/how_to_apply/refund_policy)).
5. The application fee cannot be waived.

### Credit Card

- Fee Amount:** 5,500 JPY for overseas applicants  
36,500 JPY for domestic and internal applicants
- Payment Method:** You will be able to pay the application fee within the online application system. After completing the payment and submitting the online application, the application will be considered complete.



### Bank Transfer (only for applicants who cannot pay by credit card)

Note: Bank transfer fees vary from bank to bank. All bank transfer fees must be covered by the payer.

- Fee Amount:** 7,000 JPY for overseas applicants (5,000 JPY for evaluation and 2,000 JPY for administrative purposes)  
35,000 JPY for domestic and internal applicants
- Payment Purpose:** Application fee
- Contact Details:** Applicant's Name, Phone Number
- Bank Name:** Sumitomo Mitsui Banking Corporation Oita Branch
- Branch Address:** 1-3-22 Chuo-machi, Oita-city, Oita-prefecture, 870-0035 JAPAN  
Tel: +81 97-532-5161
- Account Number:** 1001673 (ordinary deposit account)
- Account Name:** RITSUMEIKAN ASIA PACIFIC UNIVERSITY
- Swift Code:** SMBCJPJT  
IBAN CODE (if necessary): JP28 SMBC 0721 XXX2 4029 0868
- Bank Transfer Fee:** Borne by the remitter

If the application fee is paid in Japan, even if it is paid by a friend or relative in Japan, please write the applicant's name and phone number in the contact details when the payment is made. After completing the payment, please upload a digital copy of the payment receipt within your Application Status Page.

## 3 ONLINE ASSESSMENT

The online assessment is composed of a recorded video interview, the Watson-Glaser Critical Thinking Appraisal III test, and the Core Abilities Assessment test. The entire online assessment will last approximately 70 – 80 minutes.

Instructions for completing the online video interview and the online assessment will be made available within the online application system **after** you have submitted your application information, uploaded the necessary documents, and paid the application fee. Therefore, please be sure to complete these steps with enough time left to complete the online assessment before the application deadline.

### Video Interview (20 – 30 minutes)

For the video interview, you will not be speaking with a person. Instead, through a video interview platform you will see a number of questions on your screen, and you will record your answers to them. Each question will have a set time limit for responding.

### Watson-Glaser III Critical Thinking Appraisal (30 minutes)

The Watson-Glaser III Critical Thinking Appraisal (WGIII) measures a person's ability to identify and analyze problems, as well as seek and evaluate relevant information to reach an appropriate and logical conclusion. The assessment reports on three aspects of verbal critical reasoning, specifically the ability to 1) recognize assumptions, 2) evaluate arguments, and 3) draw conclusions, as well as providing an overall measure of critical thinking proficiency.

#### Further Information about Critical Thinking:

[https://admissions.apu.ac.jp/resource/load/documents/Tips\\_on\\_Critical\\_Thinking.pdf](https://admissions.apu.ac.jp/resource/load/documents/Tips_on_Critical_Thinking.pdf)

#### Practice Critical Thinking (Watson Glaser) Test:

<https://www.talentlens.co.uk/company/about-us/practice-aptitude/>

### Core Abilities Assessment (20 minutes)

The Core Abilities Assessment (CORE) consists of verbal, numerical, and abstract reasoning items and measures an individual's capacity to learn concepts and tasks, apply sound reasoning, and draw conclusions from information.

#### Core Abilities Assessment Sample Questions:

[https://downloads.pearsonassessments.com/images/assets/caa/example\\_questions\\_coreabilities.pdf](https://downloads.pearsonassessments.com/images/assets/caa/example_questions_coreabilities.pdf)

## IMPORTANT

You must have Safe Exam Browser (SEB) installed on your computer in order to take the WGIII test and the CORE test. This is for fraud prevention purposes.

You can view the system requirements and technical details for SEB on their website ([https://safeexambrowser.org/about\\_overview\\_en.html](https://safeexambrowser.org/about_overview_en.html)). You will be able to access the Online Assessment Guidelines from the following link.  
<http://r.apu.jp/SEB2022GR>

## 4 APPLICATION SUBMISSION

Your application will not be considered complete until you complete the following:

1. Submit the online application and pay the application fee (including uploads of the digital copies of all required application documents)
2. Submit your online assessment (including the online recorded interview and assessment tests)

Applicants who are accepted to APU will be required to send the original version of application documents to APU's Office of International Admissions by post as part of the enrollment procedures. Please refer to page 25 for more details.

## 5 EVALUATION METHOD

All applicants are evaluated based on the information provided in their application documents, the video interview, and online assessment tests. If deemed necessary, the Office of International Admissions may also carry out the following:

- Contact the applicant's place of study or the person who wrote the Letter of Recommendation.
- Ask the applicant for an explanation regarding their original submitted documents.
- Require the applicant to submit additional documents relating to academic background, transcripts, and/or language proficiency.

### Overseas Applicants:

In some cases, an additional interview may be required. In this case, the date of interviews will be designated by APU and notified to applicants about two weeks after the end of the application period. Interviews will be held online. It is not necessary for applicants to travel to Japan for the interview.

### Domestic/Internal Applicants:

Applicants who do not possess Japanese citizenship must have a visa which is valid until the time of enrollment.

### Please note:

Depending on the future situation of the novel coronavirus (COVID-19), the evaluation method noted in this application handbook may be changed.

## 6 ADDITIONAL REQUESTS FROM APU

After your application is received, we may need to contact you for further information, so please check your email regularly after you have submitted your application.

Please also make sure that APU emails are not directed to your spam box.

## 7 ADMISSIONS SUPPORT FOR PROSPECTIVE APPLICANTS WITH MEDICAL CONDITIONS OR DISABILITIES

In accordance with the “Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities” (refer to page 29), APU offers special support during the admissions process to prospective applicants with medical conditions or disabilities when necessary. For those who would like to request this support, please read the following information carefully and submit the necessary documents.

### Requesting Support During the Admissions Process

For prospective applicants who would like to request support during the admissions process, please submit the Admissions Support Request Form provided by APU before applying for admission. If possible, please also submit a medical certificate or patient referral document issued by a physician.

#### Step 1: Making the Request

- Download the Admissions Support Request Form from our website:  
[https://admissions.apu.ac.jp/graduate/material\\_download/](https://admissions.apu.ac.jp/graduate/material_download/)
- If you are accepted into APU, you will need to submit a medical certificate or patient referral document. Only documents written in English or Japanese will be accepted. You will need to submit a translation if your document is written in another language.
- Title your email “Request for Support during the Admissions Process” and send your request to [apugrad@apu.ac.jp](mailto:apugrad@apu.ac.jp) within four weeks prior to the deadline of your intended application period.
- If you are unable to make the submission deadline due to unavoidable circumstances, include the reason in your email to [apugrad@apu.ac.jp](mailto:apugrad@apu.ac.jp). Note that even with a reason, late documents may not be accepted.

#### Step 2: Receiving the Support Request Arrival Receipt

APU will send an email upon receiving the support request documents from the applicant. Upload a digital copy of the receipt that is attached to this email in your online application.

#### Step 3: Notification of Support Request Results

APU will send the Support Request Results in an email within three weeks after sending out the Support Request Arrival Receipt.

## 8 INFORMATION ON LOCAL MEDICAL SERVICES

The following describes medical information in Japan, as well as the availability of medical care in and around our university. By providing this information, we hope to ensure a smooth transition for our students to Japan's and APU's medical system. If you have any questions, please contact the Office of International Admissions.

### 1. APU Health Clinic

The APU Health Clinic is not a full-service medical institution and therefore cannot perform medical procedures such as prescribing medication or giving injections and infusions (IV). Students who will require medical care or treatment will need to use off-campus medical institutions.

### 2. Applicants Currently Receiving Medical Treatment

For those currently receiving medical treatment, please consult with a physician about whether or not continued treatment will be necessary after enrolling. If you wish to continue treatment at a medical institution in Japan after enrollment, please be sure to submit a treatment plan or a patient referral document\*<sup>1</sup>.

\*<sup>1</sup>The patient referral document (which must include the name of the condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese.

### 3. Restrictions on Bringing Medication into Japan

There are heavy restrictions on bringing medication into Japan from abroad. Prospective applicants must check with their local Japanese embassy or the Japanese Ministry of Health, Labour, and Welfare regarding whether or not it will be possible to bring their currently prescribed medicine\*<sup>2</sup> into Japan. Before coming to Japan, please make sure to complete the legal procedures to bring medication into Japan.

For further information, please refer to the following page on the Ministry of Health, Labour, and Welfare's website:

English: <http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Japanese: [https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/iyakuhin/yakubuturanyou/index\\_00005.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/iyakuhin/yakubuturanyou/index_00005.html)

\*<sup>2</sup>Injectable medicine that cannot be self-administered must be administered at a medical institution under the supervision of a doctor. However, depending on the facilities of the medical institution, there is a possibility that you will be unable to have the medicine administered. Please also be aware that the APU Health Clinic will be unable to administer injections.

### 4. Psychiatric Disorders/Disabilities (Mental illnesses, developmental disorders, sleeping disorders, etc.)

There are no medical institutions near APU which can treat psychiatric disorders or disabilities **in languages other than Japanese**. As mentioned above, there are many restrictions for bringing medication into Japan. For individuals currently receiving psychiatric treatment and who will require treatment after coming to Japan, please consult with your primary care provider and then with the university **before deciding to enroll**.

### 5. Accessibility

Wheelchair-accessible public transportation within Beppu City is limited. There are currently only a few wheelchair-accessible buses available on the routes used to commute to APU. Accordingly, it is difficult to commute to APU by bus. Students must also contact the bus company in advance to use a wheelchair-accessible bus. It is advisable for wheelchair users considering APU to inquire with the university about accessibility accommodations before applying.

### 6. Additional Support

Please contact the Office of International Admissions if you will require further assistance in your daily life at APU. This will be confidential and will have no bearing on your application's evaluation. You may also contact us after being accepted to APU.

#### Please note:

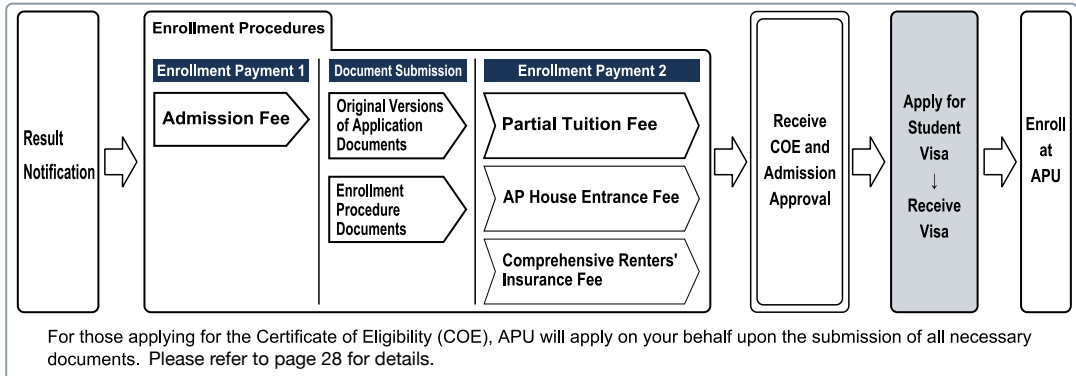
There have been situations in which students were unable to continue receiving prescriptions for the same medicine, or were unable to continue administering self-injections, in Japan. We strongly advise that you make your enrollment decision after consultation with your primary care provider and careful consideration of your medical situation and the circumstances in Japan.

If you have any questions, or if you would like to consult with the university, please visit (<http://r.apu.jp/grad>).

# FROM ACCEPTANCE TO ENROLLMENT

## 1 ENROLLMENT PROCESS OVERVIEW

Admitted applicants who wish to enroll at APU must pay all required enrollment procedure payments and submit all required documents within the specified deadlines. For more details, please refer to the Enrollment Procedure Handbook that can be accessed on the APU Online Enrollment Procedures System. **Please note that the required enrollment payments and documents will not be accepted beyond the specified deadline.**



## 2 SUBMITTING ORIGINAL VERSIONS OF REQUIRED APPLICATION DOCUMENTS

**Enrolling students must submit original versions of the documents uploaded within the online application.** Only original documents or certified documents\* will be accepted as the original version.

### Original Documents to be Submitted After Acceptance

- **Academic Transcripts** Original certificate or certified document\*
- **Certificate of Graduation or Certificate of Scheduled Graduation** (if submitted with your application) Original certificate or certified document\*
- **Results of Language Proficiency Tests** (if you submitted results for the TOEIC® L&R Test). Original only
- **Certificate of Employment** Original only. Required only for MBA applicants.
- **Translation Documents** Original only  
English translations are required for documents written in languages other than English. Please submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.

#### Important:

1. There may be cases where APU asks you to submit the original version of additional documents other than those listed above.
2. **APU will not return any of the submitted documents, regardless of the certificate type.** Please submit certified documents\* for the original documents that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
3. **Your acceptance to APU will be revoked if the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if any false information or forgeries are found within the submitted documents.**

\*A **certified document** is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information regarding how to get a document certified can be found on the admissions website ([https://admissions.apu.ac.jp/graduate/material\\_download/](https://admissions.apu.ac.jp/graduate/material_download/)).

### 3 DEADLINES FOR ENROLLMENT PROCEDURES

Confirm the payment and document submission deadlines below with the deadlines that appear on the Invoice for Required Enrollment Fees and Procedures on the Online Enrollment Procedures System. All documents must arrive by the deadline specified below.

#### April 2022 Enrollment

No.	Result Notification	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
1	Nov 10, 2021 (Wed)	Dec 2, 2021 (Thu)	Dec 16, 2021 (Thu)	Jan 13, 2022 (Thu)
2	Dec 8, 2021 (Wed)	Jan 13, 2022 (Thu)		Jan 20, 2022 (Thu)
3	Feb 9, 2022 (Wed)	Feb 24, 2022 (Thu)		Mar 3, 2022 (Thu)

#### September 2022 Enrollment

No.	Result Notification	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
4	Jan 26, 2022 (Wed)	Apr 7, 2022 (Thu)	May 12, 2022 (Thu)	May 26, 2022 (Thu)
5	Apr 13, 2022 (Wed)	Jul 7, 2022 (Thu)		Jul 14, 2022 (Thu)
6	May 18, 2022 (Wed)	Jun 23, 2022 (Thu)		Jul 7, 2022 (Thu)
7	Jul 13, 2022 (Wed)	Aug 4, 2022 (Thu)		Aug 18, 2022 (Thu)

### 4 DOCUMENT SUBMISSION

Please send all enrollment documents directly to APU by registered airmail or express mail service (DHL, FedEx, OCS, EMS, etc.). Submitted documents must reach APU no later than deadline for document submission indicated above. APU will not bear responsibility for any loss of documents in the course of delivery.

Address: **Ritsumeikan Asia Pacific University**  
**Office of International Admissions**  
**1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan**  
**Tel: +81 977-78-1119**

## 5 ENROLLMENT PROCEDURE FEES

You must pay the fees listed below in order to complete your enrollment procedures. Please ensure that you have sufficient financial means before applying. If you are admitted, the invoice for the enrollment procedure fees will be sent along with your acceptance package. You must pay the fees stated in the invoice by the payment deadline to enroll. Your acceptance will be revoked if any deadlines are missed.

**Enrollment procedure fees for admitted applicants with external scholarships may differ from below. Please contact the Office of International Admissions for details.** The amounts listed below may be subject to change.

### Enrollment Fee 1

#### Admission Fee

**200,000 JPY**

The Admission Fee will not be refunded under any circumstances. Internal applicants, APU graduates, and Ritsumeikan University graduates are not required to pay the Admission Fee.

### Enrollment Fee 2

#### 1. Tuition Fee

You must pay the entire first semester's tuition before enrolling at APU.

GSA Master's/Doctoral Program ..... **650,000 JPY**

GSM Master's Program ..... **900,000 JPY**

If you applied for the APU Tuition Reduction Scholarship, the tuition fee varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
<b>GSA Master's/Doctoral Program</b>	650,000 JPY	455,000 JPY	325,000 JPY	227,500 JPY	130,000 JPY	0 JPY
<b>GSM Master's Program</b>	900,000 JPY	630,000 JPY	450,000 JPY	315,000 JPY	180,000 JPY	0 JPY

#### 2. AP House Entrance Fee

All graduate students are guaranteed a room in AP House 4 (APU PLAZA OITA), one of APU's student housing facilities, which will help them adapt to their new life in Japan and to concentrate on their studies.

AP House 4 is located off campus in downtown Beppu. It takes about 30 minutes to campus by local bus.

#### AP House Entrance Fee Breakdown

Semester of Enrollment	April	September
<b>Moving In Fee*<sup>1</sup></b>	33,000 JPY	33,000 JPY
<b>Security Deposit*<sup>2</sup></b>	98,000 JPY	98,000 JPY
<b>Rent*<sup>3</sup></b>	98,000 JPY	73,500 JPY
<b>Total</b>	229,000 JPY	204,500 JPY

\*<sup>1</sup> The moving in fee is not refundable under any circumstances.

\*<sup>2</sup> The security deposit serves as a guarantee. In the event that you fail to pay rent, or if any damage is done to the room during your period of stay, charges will be deducted from the security deposit and the remaining amount will be returned to you upon moving out.

\*<sup>3</sup> April enrollees are required to pay two months of rent in advance (April and May), while September enrollees are required to pay one and half months of rent in advance (from mid-September and October). The rent for AP House is 49,000 JPY/month.

#### 3. Comprehensive Insurance for Students

Master's Program ..... **9,250 JPY**

IMAT Program ..... **5,120 JPY**

Doctoral Program ..... **13,400 JPY**

All international students must join the insurance program designated by APU. Refer to the Guide to Comprehensive Insurance for Students Lives Coupled with "Gakkensai" which can be accessed on the APU Online Enrollment Procedures System for admitted applicants.

## 6 FINAL PRE-ENROLLMENT PROCEDURES

### **Certificate of Eligibility (COE) and Student Visa**

In order to obtain a student visa for studying in Japan, you will need a Certificate of Eligibility (COE) issued by the Japanese Immigration Bureau.

#### **STEP 1: Request APU to apply for your COE**

APU will apply for the COE on your behalf as long as you meet all the criteria below.

1. You have requested only APU to apply for the COE on your behalf.
2. You have paid all the necessary enrollment procedure fees by the stipulated deadlines.
3. You are able to prove that you possess sufficient financial means for the entire period of study and have submitted all the required documents.
4. APU considers it appropriate to apply for a COE on your behalf.  
Once APU is able to confirm payment of necessary fees and your intent to enroll at our university, and you agree to the conditions above, APU will proceed to apply for the COE on your behalf.

#### **STEP 2: Use your COE to apply for your student visa**

After the COE is issued, APU will send the COE to you by post. You must use your COE to apply for a student visa at a Japanese embassy or consulate in your country or region, **before coming to Japan**.

### **Renewal or Change in Status of Residence (for those who already possess a visa in Japan)**

Please consult with the Immigration Bureau regarding changing/renewing your status of residence and also with your local municipal authority (city hall) regarding any necessary renewals/changes to registrations (such as moving-out/moving-in notifications). Once you have confirmed the correct procedures, please complete these procedures on your own.



## Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities

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Ritsumeikan Asia Pacific University (hereinafter referred to as “APU”) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as “disabled students”).

However, these guidelines serve to establish the university’s support service standards and core foundation. Support provisions will be finalized through thorough discussion between the disabled student and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student’s disability and the university’s support system.

### 1. Core Support Principles

All APU faculty and staff will support the process of enabling disabled students who request support, to have access to the appropriate support needed in order to use their learning experiences at our university to grow and fully connect with society. APU expects that all enrolled students and relevant parties understand these guidelines and will work together to realize our objectives.

### 2. Basic Policies

- 1) APU faculty and staff will provide support to disabled students, in a way that will avoid making distinctions between students without disabilities, so that they are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for disabled students will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for disabled students will be implemented based on a request for support by the disabled student.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Disabled Persons, as well as the standards and treatment set out in MEXT’s Investigative Report on Learning Support for Students with Disabilities (Preliminary Summary). Both the disabled student’s own individual situation and the university’s environment will be taken into consideration in these decisions.

### 3. Support Objectives

The primary objective of APU support for disabled students is to ensure that disabled students’ right to an education and learning is not abused because of their disability. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

### 4. Support Framework

Individuals involved in support for disabled students will consist of APU faculty and staff in addition to enrolled students. We will cooperate closely with an external specialist on support for disabled persons. A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to disabled students. Support Coordinators for Students with Disabilities will be placed in the Student Office, Academic Office, Admissions Office, and Career Office. Information concerning the placement of Student Coordinators in these offices will be made public to the student body. Students will not only have the option of the Consultation Desk available to them, but will also be able to directly consult with Support Coordinators. Staff at the Consultation Desk for Students with Disabilities will connect disabled students who come in for consultation with the appropriate Support Coordinator in the above offices according to the nature of the issue. Support Coordinators will be in charge of making the necessary learning support adjustments for disabled students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

### 5. Protection of Personal Information and Confidentiality

- 1) Support persons who possess knowledge of a disabled student’s personal information (this includes information concerning the disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.
- 2) Support persons may share personal information concerning the disabled student while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

### 6. Disclosure of Information

Mediums such as APU website, etc., will be used to spread information on university support policies for disabled students, the support system, consultation process, and support provisions. APU will notify students and prospective applicants via appropriate means as seen fit.

### 7. The Student Office will be in charge of all administrative matters concerning these guidelines.

### 8. The President of the university will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

For more information regarding the support services available to students at APU, please visit <http://en.apu.ac.jp/home/life/content39/>.

## **Policy Statement on Sexual and Gender Diversity**

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In line with APU's commitment to upholding human rights, APU respects sexual and gender diversity. APU aims to create an environment in which people of any sexual orientation and/or gender identity are able to study and live secure in the knowledge that their human rights are fully protected, that they will be treated fairly, and that they need not suffer discomfort, pain or discrimination as a consequence of their sexual orientation or gender identity.

For more information regarding the support services available to students at APU, please visit <http://en.apu.ac.jp/home/life/content39/>.








## CONTACT US

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Office of International Admissions  
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

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Tel: +81-977-78-1119

 Ritsumeikan.APU  
 APUAdmissionsOffice  
 ritsumeikanapu



Visit our website!

## APU OVERSEAS OFFICES

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### Viet Nam

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## APU OVERSEAS REPRESENTATIVES

### India (For applicants residing in Delhi/NCR)

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